



# Quick Help 4: Adding Protocols to a Project (IWMM)

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**Objective:** IWMM participants will learn how to assign the correct IWMM protocols to their project

**Audience:** IWMM participants with *Project Leader* access

**Benefit:** In order for a project to show up in an IWMM participant's project selection list, the project must have an APPROVED IWMM protocol assigned to it. This document will explicitly describe what protocols are IWMM approved, and how to assign the correct protocol to your project.

### Step 1. Navigating to the protocol page

Start by logging in to the [IWMM portal](#). From the top menu bar, hover over the '**Projects**' tab and select '**Manage Units**' from the drop down list. You will be taken to the Project Leader application where you can manage and download sampling units, review and assign researchers to a project, and assign protocols to your project. Hover over the '**Project Definition**' tab and select '**Protocols Used**' from the drop down list. Select your project from the list (Note: If you don't see your project in the list, contact the IWMM Project Coordinator for help).

### Step 2. Adding approved IWMM protocols

From the '**Protocols Used**' page, you should see a list of all of the protocols currently assigned to your project – this will include ALL protocols, including landbird and marsh bird protocols if applicable. Click the '**add one**' button to add a new protocol to the list. You will be given a list of all available protocols in the AKN that are not yet associated with your project; protocols are organized by type (e.g. AreaSearch, PointCount, SiteConditions). Approved IWMM protocols that you may choose from include:

**IWMM\_AerialSurvey, IWMM\_FlushCount, IWMM\_GroundAerialSurvey, IWMM\_GroundSurvey, IWMM\_Vegetation\_Annual\_Survey and IWMM\_SurveySiteConditions.** Once you have located the correct protocol(s), click on the protocol(s) title to highlight it blue and click '**save**'.

**CAUTION:** This list includes all protocols available in the AKN, including area search and site condition protocols that are NOT approved for IWMM or no longer valid since the new IWMM protocol release (e.g. IWMM\_SurveySiteConditions\_v1 is NOT an accepted protocol for an IWMM project). Note that only projects and project data with APPROVED IWMM protocols may be accessed via the IWMM portal.

For additional help or questions regarding this document, please contact the AKN Data Manager [Jaclyn\\_Johnson@fws.gov](mailto:Jaclyn_Johnson@fws.gov).